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Chief, Organization and Methods Service,
Office of Comptroller Attn: [REDACTED]

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Chief, Foreign Documents Division, CO

STATINTL

Possible Use by FDD of the IBM Electronic Scanner

THRU : Assistant Director for Operations

1. Demonstration of the pilot model of the IBM scanner was indicative that this machine could be put to several uses by FDD such as (1) the selection of material from the Consolidated Translation Survey Index and (2) selections from the Periodical Abstract Index.

2. The value of the scanner in conjunction with the Consolidated Translation Survey Index seems high for rapid search in area, subject-category, and alphabetical breakdown of the CTS Index as compiled during the past four years.

3. The CTS Index, and resultant monthly publication, is contained entirely within Foreign Documents Division and is operated as part of the Division's foreign-language exploitation and translation coordination mission as designated in NSCID-16. For the successful continued publication of the monthly CTS, it is necessary that the complete Index be available in FDD.

4. The rental expense for an IBM scanner is currently prohibitive to FDD. Under the present organization and operation of the CTS, with possibly minor revision, the IBM scanner in a central location could be used to advantage by FDD under the following conditions:

a. The FDD/CTS unit would be equipped with a card-punching machine so that CTS personnel would supply the index material for a central file located with the IBM scanner.

b. A duplicate punched card would be prepared by the CTS unit for the FDD serial file of the CTS Index.

c. The FDD/CTS unit would continue to maintain its manual file so as to carry out its mission of preventing duplication of translation or foreign-language exploitation work.

d. The index maintained at the central facility would prepare subject surveys required by CTS consumers.

5. The CTS unit currently is adding upwards to 1,000 items per month to the index. Averages taken for the past seven months of 1953 indicate that 52 cases of duplication, totaling 1,483 pages, are prevented per month. At the flat rate of \$4.00 per page for

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translation this would indicate an average saving of \$5,932 per month, minus the approximately \$1,164 per month required in salaries to operate the CIS unit.

The cases of duplication prevention accounted for are only those of requirements and projects addressed to the CIS unit and do not take into account the unavailable figures of duplication prevented through use of the monthly CIS publication by the recipients throughout the IAC. In addition to the prevention of duplication the CIS unit is also called upon to make an average of seven subject surveys for consumer analysts per month. Such surveys have averaged 355 applicable items per month, or about 50 items per survey.

6. The CIS Index currently includes approximately 150,000 cards cross indexing between 40,000 and 50,000 items. The file is manually operated by an experienced unit of four personnel. With this personnel, the normal expansion of the manual file is taking place so far with little strain. However, considerable pressure is occasioned sporadically by requests for subject surveys of great extent or scope.

7. It is in this field of providing the subject surveys expeditiously that the IBM electronic scanner would prove most efficient and desirable. Such subject surveys could be provided from the central facility as outlined above without interruption to the expansion and publication factors required of the CIS unit. With the continued expansion of the CIS Index, and increase or enlargement of the publication, it is obvious that a machine-record facility for this operation will be not only desirable but almost requisite eventually.

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